

Summary of Activities for Public Schools

NATIONAL
ASSESSMENT OF
EDUCATIONAL PROGRESS

What is NAEP?

The National Assessment of Educational Progress (NAEP) is mandated by the U.S. Congress and is administered by the National Center for Education Statistics (NCES), within the Institute of Education Sciences (IES) at the U.S. Department of Education. Policies for NAEP are set by the National Assessment Governing Board (NAGB), whose members are appointed by the Secretary of Education.

NAEP is the only nationally representative, continuing assessment of what America's students know and can do in school in a variety of key subject areas. NAEP assessments are given periodically at the fourth, eighth, and twelfth grades in core academic subjects. States use NAEP results to compare their students' performance both over time and to the performance of students nationally and in other states. In 2005, 11 districts will participate in the Trial Urban District Assessment (TUDA), which provides district-level information on student performance.

Full participation in NAEP by schools and students helps ensure that NAEP will continue to provide uniquely valuable information on the performance of American students for both the Nation and the states. Participation by individual schools and students is voluntary.

This document provides a brief overview of assessment plans and the roles of participating schools and school staff. NAEP State Coordinators and NAEP field staff will provide more detailed information when they contact schools in the fall to discuss the assessment.

The NAEP Program for 2005

NAEP is mandated to conduct state assessments in reading and mathematics in grades 4 and 8. This year, states could choose to assess science to provide state-level science results in grades 4 and 8.

National assessments will be conducted at grades 4, 8, and 12 in reading, mathematics, and science. In a small number of schools, national field tests will be conducted at all three grades in a variety of subjects.

When is the assessment?

All assessments will be conducted between January 24 and March 4, 2005 by NAEP field staff. All materials for the assessments will be provided by NAEP.

What is involved for school staff and students?

- Assessments will take 90 minutes of each student's time.
- Each student will be assessed in only one subject.

- In most grade 4 schools, NAEP will assess all eligible students.
- In most grade 8 schools, the sample will be approximately 90 students.
- In states with fewer than 100 schools, additional students will be selected at each grade.
- Questionnaires will be distributed to the principal and teachers of students in the selected grade. Teachers of selected students with disabilities (SD) and limited English proficiency (LEP) will also be given questionnaires.
- Schools are requested to designate a staff member, the school coordinator, to assist NAEP field staff with in-school arrangements.
- Schools may register for the MySchool web site to communicate with NAEP about upcoming assessment activities.

A detailed list of school coordinator responsibilities and information on the NAEP web sites, can be found on the back of this document.

What are the responsibilities of the NAEP State Coordinator and NAEP field staff?

The NAEP State Coordinator works at your state department of education and will be responsible for the following tasks:

- Work with schools to set an assessment date between January 24 and March 4, 2005;
- Provide schools with instructions for preparing a list of grade-eligible students (if required);
- Provide schools with information about notifying parents of selected students;
- Respond to questions from the school community throughout the assessment period; and
- Provide schools with a copy of the NAEP state report as soon as it becomes available.

NAEP field staff members are employed by an NCES contractor to work directly with schools and will perform the following tasks:

- Select a random sample of students from the school list of grade-eligible students;
- Send a Preassessment Packet of information to the school coordinator at least 3 weeks before the assessment date;
- Call or visit the school coordinator shortly after the Preassessment Packet is received to finalize assessment arrangements;

- Bring all assessment materials to the school on the scheduled assessment day; and
- Conduct the assessments.

What are the school coordinator's responsibilities?

Each school selected to participate in the assessments will assign a school coordinator to serve as the primary contact for the assessment and to serve as a liaison between the school and the NAEP State Coordinator and field staff.

1. Schedule the assessment.

The school coordinator will confirm with the NAEP State Coordinator that the suggested assessment date, between January 24 and March 4, 2005, is convenient for the school. Schools can change that date as necessary. The school coordinator will be responsible for securing sufficient and appropriate space for the NAEP field staff to conduct the assessment.

2. If requested, provide the NAEP State Coordinator with a list of grade-eligible students.

NAEP requires a complete list of students in the selected grade in order to draw a random sample of students to participate in the assessment. This list may be prepared by the school, district, or state, whichever has the most up-to-date information on enrollment. The preparer of the list may submit the list through E-File on the MySchool web site or in hard copy. If your school is required to submit a list of students, the NAEP State Coordinator will provide instructions on preparing the list in the initial mailing from NAEP. All student names will always be kept confidential. **Individual student responses or scores are NEVER reported.**

3. Inform parents.

By law, parents of children selected to participate in NAEP must be notified. This notification must occur before the administration so that parents are aware their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer all test questions.

The NAEP State Coordinator will provide additional information about how this should be accomplished.

Three weeks before the assessment date, the school coordinator will be responsible for the following tasks:

4. Receive the Preassessment Packet and begin final preparations for the assessment.

At least 3 weeks before the school's assessment date, the school coordinator will receive a Preassessment Packet of information and instructions on how to make the final preparations for NAEP.

5. Confirm status of materials in the Preassessment Packet with the NAEP field staff representative.

NAEP field staff will call or visit the school coordinator soon after the package of materials has been received to review the status of the materials and answer any questions from the school coordinator.

6. Distribute and collect the assessment questionnaires.

The Preassessment Packet will include the following items:

- The School Questionnaire to be completed by the principal;
- Teacher Questionnaires for the teachers of the students in the selected grade; and
- SD and LEP Questionnaires for teachers of the selected SD and LEP students.

The questionnaires should be completed by appropriate staff. The School and Teacher Questionnaires can be completed either online through the MySchool web site or by hand on the hard copies provided. The SD and LEP Questionnaires can be completed by hand on hard copies. These questionnaires should be returned to the school coordinator before the preassessment visit so a decision about inclusion of SD and LEP students in the assessment can be made.

On the assessment date, the school coordinator will be responsible for the following tasks:

7. Ensure that students attend the session.

The school coordinator will be available prior to the assessment start time to ensure that students attend the sessions. The school coordinator and/or teachers of the selected students are encouraged to remain in the room during the assessment. NAEP field staff will bring all assessment materials to the school and will conduct the session(s). It is very important that attendance rates be as high as possible to avoid the need for makeup sessions.

Where can I find more information?

In addition to contact with your NAEP State Coordinator and NAEP field staff representative, the MySchool web site is a valuable source of information. The MySchool web site will walk you through the entire assessment process and provide updated information throughout the process. To register for the MySchool web site follow the instructions listed below:

- Go to www.mynaep.com;
- Enter your MyNAEP registration ID number as the user name; and
- Enter "register" as the password.

If you do not know your MyNAEP registration ID number, refer to your initial mailing materials or contact your NAEP representative.

You also may access the NAEP web site at <http://nces.ed.gov/nationsreportcard> for general information including a profile on your state, past reports, and sample NAEP assessment questions.